

OSA-0486-62

MEMORANDUM FOR: Chief, Salary and Wage Division, Office of Personnel

SUBJECT : Transfer of Foreign Field Position to Headquarters and Reclassification of Second Position.

1. Recently a study of the activities and responsibilities of the Office of Special Activities Security Branch was conducted by a survey team from the Office of Security. One of the results of this study was a recommendation for an increase in the Branch of [REDACTED] positions consisting of [REDACTED]. The Deputy Director (Support) concurred in this recommendation.

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2. As an initial step toward obtaining this much needed increase, we are requesting that position number 0291, GS-13 Security Officer, [REDACTED] be transferred to Headquarters. Our activities at this particular station have become such that the presence of a Security Officer is no longer required.

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3. We would like also at this time to recommend that position number 0250, GS-13 Finance Officer, [REDACTED] be reclassified as a GS-9 Administrative Assistant. Again, because of the limited demands from this Station, a Finance Officer is not required. The need is instead for an Admin Assistant, one of whose duties would be the administration of an imprest fund.

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4. Your immediate action on these two matters would be greatly appreciated.

JAMES A. CUNNINGHAM, JR.
Acting Assistant Director
(Special Activities)

DD/R

Pers/OSA:WJC:ca
2 August 1962

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